

Apostrophe

1. Replaces letters that have been left out of words.

e.g. is not = isn't.
The apostrophe has replaced the letter 'o' in not.

2. Shows possession.

e.g. That is Sally's ball.
The apostrophe tells us that the ball belongs to Sally.



That is Chris' ball.
When a name ends in 's' we place the apostrophe at the end to show possession.
The four boys' uniforms were dirty.
When the possessive is a plural noun the apostrophe is placed after the 's' at the end of the word.

Semicolon

1. Used to separate items in a complex list.

e.g. Mary needed 6 large, ripe tomatoes; 1 small, green capsicum; 1 onion and some fresh basil.

2. A semicolon can also be used to separate two short, closely related sentences.

e.g. Mary loves to cook; she buys a new cookbook each week.

Comma

Is used to show the reader where to take a breath.

Commas can be used in many places:

1. Between 3 or more nouns
E.g. We saw blue, red, purple, orange and pink flowers.
2. Between adjectives all describing the same thing
E.g. The flowers were all long, bright, colourful and fragrant.
3. To separate two ideas in a sentence. Look for words like "and", "but", "or" separating the two ideas.
E.g. Mary wanted to go swimming, but she had just eaten.
4. After introductory words
E.g. Therefore, he is the clear winner.
Firstly, I'd like to thank you all for being here.
5. To surround non essential parts in the middle of a sentence.
E.g. Her older brother, Mark, is in Year 6.
The sentence would still make sense without the word "Mark."
Therefore, "Mark" is surrounded by commas.

Colon

Most commonly used to introduce a list.

e.g. I need to buy more ingredients: flour, sugar, milk and eggs.

HOT TIP

Remember to separate the final two words in the list with either of the words "and" or "or."